

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <div style="text-align: center; font-weight: bold;">Panama</div>	2. AGENCY <div style="text-align: center; font-weight: bold;">USDA / APHIS / IS</div>	3a. POSITION NO. <div style="text-align: center; font-weight: bold;">A-02</div>
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Change in duties

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Engineer, 1105	FSN-11	GS	06/08/06
b. Other				
c. Proposed by Initiating Office APHIS	Engineer	FSN-11		04/07/06

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. EMBASSY, PANAMA	a. First Subdivision UNITED STATES DEPARTMENT OF AGRICULTURE
b. Second Subdivision Animal & Plant Health Inspection Services (APHIS)	c. Third Subdivision International Services (IS)

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION
 Serve as the Senior Chief Engineer responsible for the leadership of the team of professionals undertaking the Engineering and Maintenance Operations of the \$40 million Screwworm Rearing Plant for the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS) and the Panama – United States Commission for the Eradication and Prevention of Screwworms (COPEG). Also serves as Biological Containment Advisor for USDA/APHIS Veterinary Disease Diagnostic Laboratories in Latin America (**Mexico, Panama, Colombia**).

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % OF TIME**

A. Project Management & Engineering.....60%
 Prepares the annual budget for operational maintenance, engineering, construction, and the acquisition and installation of equipment based on experience and judgment. This budget covers the Engineering and Maintenance for the \$40 million dollar Screwworm Rearing Plant, the \$3 million dollar Emergence and Dispersal Center, the \$1.5 million dollar vesicular

Disease Diagnostic Laboratory (LADIVES), as well as the remodeling or construction of field offices and other facilities based on COPEG's requirements and to ensure efficient use of resources. The annual budget for the Department in the operational phase of the Screwworm Plant and rest of the facilities will be approximately \$2 million dollars.

Sets objectives and operation parameters of projects; defines deadlines and schedules of implementation; requests, negotiates and allocates resources; prepares technical reports on the progress of projects and make oral presentations for USDA/APHIS Regional office, COPEG, and United States and Panamanian government officials.

Provides leadership, organization, guidance, and motivation to all participating members of the project. Develops and maintains working relations with government officials, contractors, and international experts to facilitate resolving unexpected problems during the execution of the project, cutting costs and government red tape, ensuring compliance with environmental and construction codes in order to facilitate the execution of projects.

Acts as the Contracting Officer's representative (COR) and/or Contracting Officer Technical Representative (COTR) in all bidding and contracting processes for all Engineering and Maintenance projects of the Screwworm Rearing Facility and other engineering projects of the Program. Also, accepts or rejects on engineering and/or technical aspects, based on personal judgment, expertise and experience, invitations to bid, bid proposals, award recommendations and contracts as member of COPEG's bid evaluation committee.

B. Biocontainment.....30%

A highly responsible task that affects the animal and human health of Panama and other countries and the international recognition of Panama's free status of Foot and Mouth Disease and other exotic animal diseases, the incumbent:

As a Biocontainment expert, provides technical expertise and advice for compliance certification of biocontainment protocols for preventive maintenance, repairs, upgrades and remodeling projects at the Regional Vesicular Diseases Diagnostic Laboratories in Latin America.

Provides technical advice to foreign governments as the USDA/APHIS Biocontainment.

Prepares technical reports and/or presentations for United States, Panamanian and Latin American government officials, Architectural and Engineering contractors, construction contractors and local biosafety committees, on biocontainment assessments of laboratories visited and provides expert advise on actions needed for resolving deficiencies.

Reviews and grants annual certification of compliance and re-certification after repairs of veterinary laboratories where USDA/APHIS interests are present.

C. Policy Advise.....10%

Provide expert advise to the USDA/APHIS Regional office on technical and policy issues regarding program activities throughout the Region and within Panama.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelor of Science Degree in Agricultural, Civil, Mechanical or Industrial Engineering.
- b. **Prior Work Experience:** From five to seven years of management experience in the Engineering field is required. Must have experience as team leader and as member of major engineering projects. Experience in design, remodeling, and construction of buildings and facilities, and the installation of specialized equipment is required. At least five years of supervisory experience is required.
- c. **Post Entry Training:** Based on future needs.
- d. **Language Proficiency:** Level IV (Fluent) speaking/writing English language is required. Level IV (Fluent speaking/writing Spanish language is required.
- e. **Job Knowledge:** Must have expert professional knowledge in the field of engineering and project management. Extensive knowledge of the principles is required for the operation of biological high security laboratories and mass rearing insect facilities.
- f. **Skills, and Abilities:** Leadership and supervisory skills is required. Ability to write technical reports is required. Must be able to prepare and make oral presentations. Ability to make and develop important contacts with high-level government officials, industry leaders, and international contacts in order to facilitate Program objectives and carry out assigned responsibilities is required.
- g. **Computer skills:** Wide knowledge of computer software (Microsoft Word, Excel, Power Point) is required. Basic knowledge of electronic mailing system (i.e. Lotus notes, outlook, yahoo) is required.

16. POSITION ELEMENTS

- a. **Supervision Received:** Reports to the Screwworm Rearing Facility Director on a routine and/or needed basis. The incumbent works independently, and creates his own work plans and priorities based on the needs of the Program.
- b. **Supervision Exercised:** Directly supervise a team of approximately 30 employees for the operation and maintenance of the Screwworm Rearing Plant. Also, directly supervises the engineer in-charge of the Maintenance Operations of the BSL – 3 Ag Vesicular Disease Diagnostic Laboratory.
- c. **Available Guidelines:** U.S. and Panamanian government laws, FAM regulations, directives, USDA protocols, including U.S. and Panamanian engineering, biological security and environmental codes.
- d. **Exercise of Judgment:** Exercises a high degree of professional judgment regarding the acceptability of projects, bid proposals, and equipment replacement. Provides expert advice to supervisor on technical and policy issues regarding program activities through the Region and within Panama.
- e. **Authority to Make Commitments:** Limited to the general and specific instructions and guidelines established by the USDA/APHIS Regional office and COPEG. Act as COR and/or COTR on all USDA/APHIS Regional and COPEG design, construction, engineering, and major maintenance projects.
- f. **Nature, Level, and Purpose of Contacts:** Constantly develops and maintains high level contacts with US and Panamanian government officials, professional engineers, and international experts in the field of veterinary high level biological security laboratories to accomplish the objectives of the Regional and COPEG programs.
- g. **Time Expected to Reach Full Performance Level:** Twelve months.